



PROSPECTUS  
2017





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- SCHOOL CREST** Represents the visit of Abel Janszoon Tasman to Golden Bay on 19 December 1642.
- SCHOOL MOTTO** "Ake Ake Kia Kaha" : For ever and ever be strong.
- COLOURS** Our gold and green colours celebrate the abundance of sunshine, bush and pasture in Golden Bay.

## INDEX

	<i>Page</i>		<i>Page</i>
Absence, Sickness, Emergency	17	Library .....	31
Adult Students .....	5	Literacy Support .....	25
Aims and Philosophies .....	5	Mission and Vision Statement .....	1
Behavioural Expectations ...	11, 12, 13	Parents and School .....	18
Board of Trustees .....	2	Period Times .....	20
Buses .....	21	Overseas Students .....	32
Canteen .....	31	Property .....	28
Cell Phones .....	13	School Council .....	16
Communication .....	17	School Reports .....	17
Computer Network .....	31	Senior Leaders .....	16
Contacting the School .....	17	Senior School Qualifications .....	24
Costs & Donations .....	22	Smoking and Alcohol .....	24
Cultural & Sporting Activities .....	16	Sports Days, Music Concerts, etc ...	19
Dress / Uniform .....	26, 27, 28	Staff and Responsibilities .....	3, 4
Education Outside the Classroom ...	15	Stationery .....	22
Guidance and Discipline Summary ..	10	Student Support Fund .....	30
Guidance Network .....	8,9	Subject Flow Chart .....	6,7
Home and School Association .....	19	Terms and Holidays .....	20
Homework .....	32	Trades Programmes .....	24
Leave of Absence .....	18	What to Do .....	29
Leaving the School Grounds .....	13	Who's Who .....	2

*Please keep this booklet handy so you can refer to it when needed.*

## **MOTTO**

Ake Ake Kia Kaha. Forever and ever be strong.

## **VISION**

A modern learning environment in which students are encouraged to explore, create, challenge and lead.

## **MISSION**

Educating and engaging our students with varied, high quality learning programmes and providing opportunities to develop the knowledge, skills and personal resources needed to lead satisfying, balanced and responsible lives.

## **VALUES**

To have the courage to aim high and the resilience to keep trying, to respect and show concern for others and for our environment, and to work together for the benefit of all.

## **OUR SCHOOL WHO'S WHO**

Listed on these pages are Trustees and Staff expected to be here in 2017.

Beside the teachers' names are their major responsibilities, so you know who to contact with particular questions you may have about your teenager's work, our organisation, etc.

In most cases, your first point of contact is your student's Class Teacher, Form Teacher or Dean. Every Head of Department (HOD) and Teacher in Charge (TIC) of a subject has special professional and administrative tasks related to the teaching of one or more subjects.

All other teachers likewise have both teaching and administrative duties, with the senior administrators having overall responsibility for various year levels.

### **BOARD OF TRUSTEES**

Chair	Mrs Kirsten Nalder
Deputy Chair	Mr Andrew Williams
Parent Representatives	Mrs Cherie Chubb Mrs Cynthia Sampson Mrs Susanne Struck
Staff Representative	Mr Gareth Batten
Student Representative	
Co-opted Members	Mrs Kylie Haewera (Maori Community Liaison)
Home & School Rep	Mrs Nikki Winter
Principal	Mrs Katrina Hutton
Minutes Secretary	Mrs Stephanie Hartill

## ***TEACHING STAFF AND THEIR MAJOR RESPONSIBILITIES***

Mrs Katrina Hutton	Principal; Year 13
To be appointed	Deputy Principal; Years 7, 8, 10
Mr Richard Baker	Deputy Principal; Years 9, 11, 12, Correspondence
Mrs Glenda Allinson	Home Economics, Hospitality
Mr Greg Allum	Physical Education, Outdoor Education
Mr Jonny Anderson	Year 8
Mr Rob Anderson	HOD Physical Education
Mr Gareth Batten	Geography, Careers, STAR courses
Mr Jim Barnes	English
Ms Enfys Bellamy	HOD ART
Mr Paul Childs	HOD Mathematics
Ms Margaret Chisholm	SENCO
To be confirmed	Digital Technologies
Mrs Mary Demlyn	Year 8
Mrs Judi File	Trades, Gateway Programme
Ms Abbey Gilligan	School Guidance and Support
Ms April Hay	Photography, Drama
Mr Ben Knoef	HOD Technology
Mrs Margie Little	Maori, Year 8
Mrs Heather McKendry	Literacy Support and SPEC students
Mr Peter Mitchison	HOD Social Sciences, History, Classical Studies
Mrs Sue Mitchison	Years 7 & 8
To be appointed	Chemistry, Science
Ms Tasmine Palmer	HOD English
Mrs Ute Schroder	ORRS Student
Mrs Katrina Robbie	Health, Social Sciences
Mr Chris Stephenson	HOD Science, Science, Physics
Mr Jason Welsford	Digital Technologies, Physical Education, Technology
To be appointed	Languages
Mr Mark MacKenzie	Science, Biology, Aquaculture

**DEANS**

Year 7	To be confirmed
Year 8	Mr Jonny Anderson
Year 9	Mr Chris Stephenson
Year 10	To be confirmed
Year 11	Mr Ben Knoef
Year 12	Mr Paul Childs
Year 13	Mr Gareth Batten

**MUSIC TUTORS**

Mrs Melinda Machin  
Mr Bill Holloway  
Mrs Judy Murray  
Mr Joachim Maurer  
Ms Hera Livingstone  
Mr Carl Woodward

**TEACHER AIDES**

Ms Bronwynn Billens,  
Mrs Pam Brunner, Mrs Lisa  
Bradley

**SPORTFIT CO-ORDINATOR**

Mrs Cherie Chamberlain

**ARTS CO-ORDINATOR**

Ms Elvira Van der Waay

**OFFICE STAFF**

Executive Officer  
Student Data Administrator / Attendance  
School Secretary  
Administrator  
Reprographics Clerk  
Computer Network Manager  
Computer Technician

Mrs Stephanie Hartill  
Mrs Linda Mason  
Mrs Rosie Astill  
Mrs Raewyn Solly  
Mrs Clare Harvey-Smith  
Ms Yvette Ireton  
Mr Greg Powell

**CARETAKER**

Mr Phil Rawiri

**CLEANERS**

Mrs Fay Brownlie  
Mr David Lewis  
Ms Jillian Webb

**CANTEEN STAFF**

Mrs Tash Batten (Manager)  
Ms Chris Campbell

**GROUNDSKEEPER**

Mr Richard Barham

**WORKSHOP TECHNICIAN**

Mr Dave Myall

**LABORATORY ASSISTANT**

Mrs Elizabeth McAlinden

**LIBRARY MANAGERS**

Mrs Yvonne Whiting

Mrs Kylie Connell

**CAREERS & GATEWAY ASSISTANT**

Mrs Clare Harvey-Smith

## ***THE AIMS AND PHILOSOPHY OF GOLDEN BAY HIGH SCHOOL***

Our aim is to provide a sound, balanced education which promotes and encourages:

- All individuals to reach their full potential.
- A wide range of learning experiences.
- Self-confidence, reliability, self-respect and consideration for others.
- A spirit of enquiry and concern.
- A sense of participation and pride in the school.
- Physical, mental, emotional and social health.
- Effective, honest and respectful two-way communication between pupils, staff, Board of Trustees, parents and the community.

We offer:

- A very wide range of subjects and courses (see next page and our Course Information Booklets - for Years 11, 12 & 13).
- Access to many other subjects and courses, including correspondence.
- Multi-level study.
- A guidance-centred approach in every respect.
- Excellent facilities in a delightful setting.

### ***ADULT STUDENTS***

We welcome adult students in our school:

- Places are available for adult students in most regular day school classes.
- Our facilities are available for educational hire.

Please contact the Office for details.

## **COURSES AT GOLDEN BAY HIGH SCHOOL**

<u>Year 7</u>	<u>Year 8</u>	<u>Year 9</u>	<u>Year 10</u>
<u>English</u>	<u>English</u>	<u>English</u>	<u>English</u>
<u>Mathematics</u>	<u>Mathematics</u>	<u>Mathematics</u>	<u>Mathematics</u>
<u>Science</u>	<u>Science</u>	<u>Science</u>	<u>Science</u>
<u>Soc Studies</u>	<u>Soc Studies</u>	<u>Soc Studies</u>	<u>Soc Studies</u>
<u>Physical Ed</u>	<u>Physical Ed</u>	<u>Physical Ed</u>	<u>Physical Ed</u>
<u>Art</u>	<u>Art</u>	<u>Art</u>	<u>Art</u>
<u>Home Economics</u>	<u>Home Economics</u>	<u>Home Economics</u>	<u>Home Economics</u>
<u>Digital Technologies</u>	<u>Digital Technologies</u>	<u>Digital Technologies</u>	<u>Digital Technologies</u>
	<u>Drama</u>	<u>Drama</u>	<u>Drama</u>
<u>Music</u>	<u>Music</u>	<u>Music</u>	
<u>Language Taster Courses</u>	<u>Maori and International Languages</u>	<u>Maori or International Languages</u> or <u>South Pacific Education Courses</u>	<u>Maori or International Languages</u> or <u>South Pacific Education Courses / Numeracy</u>
<u>Health</u>	<u>Health</u>	<u>Health</u>	<u>Health</u>
<u>Resistant Materials Technology</u>	<u>Resistant Materials Technology</u>	<u>Resistant Materials Technology</u>	<u>Resistant Materials Technology</u>
			<u>Outdoor Education</u>



**NCEA Level 1****(Y11)**English *OR* Literacy

Maori

Mathematics**Or Mathematics**Applied

Science

Aquaculture

Social Sciences

Economics

Physical Education

Practical Art

Languages - Spanish

Digital Technologies

Hospitality - Cooking

Technology –

Mechanical

Engineering

Trades (Life Skills)

Gateway

**NCEA Level 2****(Y12)**

English

Maori

Mathematics

Mathematics -

Statistics

Biology

Chemistry

Physics

Aquaculture

Geography

History/ Classics

National Certificate in

Tourism

Physical Education

Outdoor Education

Painting

Photography

Printmaking

Digital Technologies

Hospitality - Cooking

Technology –

Mechanical

Engineering

Technology –

Construction and

Materials

Trades (Life Skills)

Gateway

**NCEA Level 3****(Y13)**

English

Maori

Calculus

Statistics

Biology

Chemistry

Physics

Geography

History/ Classics

National Certificate

in Tourism

Physical Education

Outdoor Education

Painting

Photography

Printmaking

Digital

Technologies

Trades (Life Skills)

Gateway

Notes:

• A

II

Courses are available subject to student numbers and staffing.

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nderline

Type

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Compulsory course

ses.

- Students not meeting prerequisites may be able to enter the course at the discretion of the teacher responsible for the course.

## ***GUIDANCE NETWORK***

Our school Guidance Network involves all staff.

Form Teachers, Heads of Departments, Deans, Deputy Principals, Principal and Guidance Counsellors are all involved in the pastoral care of our students, and are committed to meeting their individual needs.

While our students are our main concern, we also try to meet the needs of parents and other caregivers. This is done through the Home and School Association, "workshops", report evenings, newsletters and other forms of communication, which we hope parents find valuable.

Please feel free to contact the school if you have any concerns: it is usually better to deal with a problem in its early stages before it becomes too serious.

## ***COUNSELLING AT GOLDEN BAY HIGH SCHOOL***

In this world, there are many different experiences that can be difficult for people to cope with. Most of the time, we get on with life. Sometimes we are stopped in our tracks by an event or situation that we may not, at that moment have the resources to manage. Counselling is a useful option that enables people to tell their stories in ways that make them stronger and is an opportunity for people to:

- Gain insight, awareness and self-acceptance
- Discover and extend their skills, knowledge and strengths
- Explore difficulties, concerns and extend their ability to discover solutions and resilience
- Become better able to develop, maintain meaningful and satisfying relationships
- Move in the direction of their potential, hopes and dreams.

In counselling, you can talk about any problems or concerns in a safe place with somebody who will support you. Counselling is free, voluntary and confidential. You can decide what works for you, how frequently you attend appointments and for how many sessions. You can also bring a support person or friend if you wish. In counselling, you are supported to explore your difficulties and concerns, and to develop more satisfying and resourceful ways of living.

A Counsellor can help you to...

- explore your emotions, thoughts, and behaviour
- become more aware of yourself, your values and what motivates you
- plan and set goals
- improve your relationships
- reduce your stress
- develop your sense of well being
- do things differently

A Counsellor may...

- see you on your own or with support people
- give you information
- discuss with you who you could talk to about your difficulties
- act on your behalf with your consent
- refer you to someone more appropriate
- promote healthy communication between families, peers and staff
- provide student advocacy, mediation or restorative practices
- access support from a variety of external agencies and social services

A Counsellor is expected to...

- be trustworthy
- respect your confidentiality
- listen to you carefully and sensitively
- help you sort out how you would like things to be different
- support you in making the changes you choose to make

How can I make an Appointment?

This can be done in a number of ways. You can:

- Ask your form teacher, dean or another member of staff you trust
- Place a note with your full name and form class under the guidance counsellor's door
- Email the guidance counsellor on [abbey@gbh.school.nz](mailto:abbey@gbh.school.nz)
- Text with your name and form class to 027 352 0232

## ***GUIDANCE AND DISCIPLINE AT GOLDEN BAY HIGH SCHOOL***

Golden Bay High School is a guidance-oriented school. This means that our first and foremost objective is to get students to take responsibility for their behaviour, and to plan for ways to make sure that their behaviour is acceptable in future.

The expectations for acceptable behaviour are listed on pages 10 and 11. Each year the Form Teacher brings these to the students' notice, so students know what is expected of them.

The school has a structure in place for dealing with behaviour which falls outside the Behavioural Expectations.

Classroom teachers are responsible for guidance and discipline. They will deal with minor offences. They may contact parents if necessary.

If the undesirable behaviours persist, or where there are more serious problems, a classroom teacher will make a referral to the Form Teacher, and this person will then work with the student to bring the behaviour back within the guidelines.

When there are numerous referrals, the Dean and ultimately a Deputy Principal or the Principal will work with the student and parents will be notified.

Any serious offences will be referred straight to a Deputy Principal.

## **BEHAVIOUR EXPECTATONS**

Golden Bay High School has developed the following behavioural guidelines and school rules for all students while at school, on their way to school or on school activities.

<b>RIGHTS</b> We all have the right to:	<b>RESPONSIBILITIES</b> We all have the responsibility to:	<b>EXAMPLES</b> This is how we uphold these rights and responsibilities:
AN EDUCATION	Be accountable and correct our own mistakes	<ul style="list-style-type: none"> <li>▪ Apologising for lack of courtesy.</li> <li>▪ Redoing work of a poor standard.</li> <li>▪ Fitting the correction to suit the mistake.</li> <li>▪ Repairing damage and paying if required.</li> <li>▪ Being punctual.</li> </ul>
	Be tidy and well organised	<ul style="list-style-type: none"> <li>▪ Keeping our school free of litter and graffiti.</li> <li>▪ Eating outside except when the weather is poor.</li> <li>▪ Taking correct materials to class.</li> <li>▪ Completing homework and assignments.</li> </ul>
	Honour regulations outlined in the prospectus and elsewhere	<ul style="list-style-type: none"> <li>▪ Wearing correct uniform or seeking dispensation if required.</li> <li>▪ Not wearing excessive jewellery or cosmetics.</li> <li>▪ Following correct procedures when leaving the school grounds.</li> <li>▪ Obeying school policy on extra-curricular activities.</li> <li>▪ Behaving responsibly on school buses and in the wider community.</li> </ul>

	Keep each other informed	<ul style="list-style-type: none"> <li>▪ Naming our property and clothes.</li> <li>▪ Giving adequate notice of change in routine.</li> <li>▪ Taking newsletters, Goldie, reports, etc., home.</li> <li>▪ Giving prior notice of absence through a letter or phone call, or bringing a note from home to explain absences.</li> </ul>
TO BE TREATED WITH RESPECT AND TO A SAFE ENVIRONMENT	Respect other people and their property	<ul style="list-style-type: none"> <li>▪ Quiet and pleasant communication.</li> <li>▪ Saying please and thank you.</li> <li>▪ Asking others if we want to borrow or use their property.</li> <li>▪ Having consideration for the feelings of others.</li> <li>▪ Respecting diversity.</li> <li>▪ Using technology in a respectful way.</li> </ul>
	Show concern for everyone's health and welfare	<ul style="list-style-type: none"> <li>▪ Sharing and caring.</li> <li>▪ Helping those who need assistance.</li> </ul>
	Look after our environment	<ul style="list-style-type: none"> <li>▪ Taking care with buildings, grounds and gardens.</li> <li>▪ Showing consideration for our caretaking and grounds staff and cleaners.</li> <li>▪ Reporting damage or breakages to the Deputy Principal.</li> </ul>
	Show concern for safety around the school	<ul style="list-style-type: none"> <li>▪ Using school equipment appropriately.</li> <li>▪ Observing school rules.</li> </ul>

## **BEHAVIOURAL EXPECTATIONS (continued...)**

### **The following are prohibited at school:**

- Drugs, cigarettes and tobacco, alcohol, solvents, chewing gum.
- Knives and other such instruments, firearms and other weapons.
- Chemicals, matches and lighters, and any item that violates the law of the land.

### **The following are prohibited behaviours:**

- Smoking, consumption of alcohol, use of drugs and any other substances for illegal purposes.
- Bullying, fighting, harassment (including sexual and racial).
- Threats, swearing and insulting language.
- Theft, vandalism, gambling and illicit trading activities.

### **Cell Phone and Digital Devices Protocol:**

- Cell phones and any other digital devices will have the sound turned off and be invisible during class time unless your teacher has directed you to use them.
- Any breach of this will result in a single day confiscation.
- Any further incidents following a confiscation will result in confiscation until a meeting is held with parents.
- Any harassment using a cell phone or other digital device will also incur confiscation and meeting with parents.

## **LEAVING THE SCHOOL GROUNDS**

### **Pupils in Years 7 - 12 may leave the school grounds only if:**

- They are going home for lunch. If the student goes home for lunch regularly they should bring a note from home at the beginning of the year, and this will be kept at the office once the form teacher has signed it.
- They have permission from their Form Teacher, supported by a note from home. This note should be signed by the form teacher and brought to the office when signing out.
- They have special permission from a Deputy Principal or Dean of their Year level.
- Any Year 13 student granted permission to do schoolwork in her or his own home during timetabled study periods must use the Exit book every time.

**ALL students leaving the school grounds for any reason must always sign the EXIT book, and sign in when they return to school. (This is for safety reasons).**

### **STUDENTS AND CARS**

No student in Years 7-12 is permitted to be driven by any other student during the school day i.e. between 8.45am and 3.10pm for any reason. Exemption to this will be given to year 13 but only when permission has been granted by parents and /or caregivers.

*See also Guidelines for Behaviour and Safety on Buses on page 18.*



## ***EDUCATION OUTSIDE THE CLASSROOM (E.O.T.C.)***

The school organises a comprehensive EOTC programme each year. Each trip is carefully planned with the needs and strengths of each particular year group in mind. In some instances this programme may be changed because of the mix of students, the staff available and other factors.

In 2017 our tentative programme is:

Year 7	Teapot Outdoor Education Camp (approximate cost \$250)	4 days Term 4
Year 8	Abel Tasman National Park (approximate cost \$120)	4 days Term 4
Year 9	Rotoiti Lodge (approximate cost \$450 including skiing)	1 week August
Year 10	Electives (Cost according to activity - averages \$150)	4 days Term 4
Year 11	Work Experience	1 week Term 3
Year 12	Tertiary Investigation & Work Exploration (cost according to destination)	1 week Term 3
Year 13	Leadership Day, Onetahua Marae	1 Day Term 1

Some camps offer fundraising opportunities to reduce these costs.

Many subjects have field trips to apply classroom learning in the wider environment. Those field trips held in Years 11-13 are detailed in course information booklets. In addition there are school interchanges and cultural activities.

Parents will get adequate notice of these trips and events. Financial hardship will not disqualify a student from going on a field trip. Please contact the Guidance Counsellor or the teacher in charge of the activity if finance is a problem.

## ***CULTURAL AND SPORTING ACTIVITIES***

All pupils are encouraged to take part in activities outside the classroom.

- We have winter and/or summer sports exchanges with Nelson Preparatory School, Collingwood Area School, Tapawera Area School, Garin College and participation in Top of the South Year 7&8 Tournament, and Year 9-13 Winter Tournaments.
- We offer individual music tuition and depending on demand can provide tutoring in some of the following: Brass, Clarinet, Flute, Guitar, Recorder, Saxophone, Keyboards, drums.
- We offer the following sports: Athletics, Badminton, Basketball, Climbing, Cricket, Cross-country, Gymnastics, Hockey, Lifesaving, Netball, Rugby, Soccer, Swimming, Table-tennis, Tennis, Volleyball and Ki-O-Rahi, Caving and Chess.

## ***SENIOR LEADERS***

All Year 13 students can become Senior Leaders, taking on a variety of activities and responsibilities throughout the year.

Activities include Peer Tutoring, mentoring, sports coaching and assistance, school discos/dances, representation of the school, etc. Involvement of this sort helps develop the skills such as Leadership of the senior students while providing positive contact between them and younger students, encouraging both groups to participate fully in school life.

## ***SCHOOL COUNCIL***

School Council is made up of class representatives from Years 7 - 13 and meets regularly with a Senior Management Representative.

The role of the School Council is to:

- represent the student body;
- provide a forum for discussing all aspects of school life;
- lead by positive example;
- research, prepare and present ideas;
- organise fundraising activities;
- organise lunchtime activities.

## **SCHOOL REPORTS**

- Two reports per year will be issued for all students at years 7 – 10. The first of these will be issued at mid-year. The second report will be in term 4.
- A report for Years 11-13, along with an Interim Results Notice for NCEA, will be issued twice a year.
- Formal report meetings for consultation between staff, caregivers and students will be held following the issue of the first reports.
- Reports will be available on line through the school student Management system (KAMAR).
- Details of dates etc. will be published in "Goldie".

## **COMMUNICATIONS**

Please ask your son or daughter for the "Goldie", the school newsletter which is published every fortnight. This will have details of any changes to routine, information on what is happening at school and notices of meetings, as well as students' work and community notices. It is issued every second Friday. Contact the office if you would like to receive the Goldie by email.

A variety of newsletters will be written to you by the Principal, Deans, Form Teachers and staff in charge of special events such as trips, sports, etc.

## **CONTACTING THE SCHOOL**

If you are concerned about your student, please:

- Ring the school office
- Give the pupil's name and form class
- Ask that the Year group Dean contact you
- Email the teacher (All teacher's email contacts are on the school website), or
- If the matter is *serious*, ask to speak to a Deputy Principal or the Principal.

## **ABSENCE, SICKNESS, EMERGENCY**

- **All absences must be explained as soon as possible** by a parent or other caregiver, preferably with a telephone call first thing in the morning
- A student who becomes sick or injured while at school must report to the office
- Only when a parent or other responsible adult has been contacted and can take care of an ill pupil will she or he be released from school
- Medical help will be secured where necessary
- Any absence for reasons other than sickness or other emergency should be discussed with the Principal
- **Students MUST sign the Exit book when going out of the school grounds.**

## **LEAVE OF ABSENCE**

- **All requests for special leave must be made in writing to the Principal.** This is for any leave other than absence due to health or bereavement.

## **PARENTS AND SCHOOL**

Parent involvement is urged with homework assignments and in encouraging children to be positive about themselves, supporting the parent seminars, sharing ideas with other parents and caregivers, and learning new skills and strategies for positive parenting.

Parents will have access to their child's information online via the Student Management System (KAMAR). <http://kamar.gbh.school.nz>

The school website is also a good source of information.  
[www.gbh.school.nz](http://www.gbh.school.nz)

## ***HOME AND SCHOOL ASSOCIATION***

- We are a small, fun, committed and innovative group of parents and teachers. Our main task is to raise funds for the benefit of the whole school.
- We ensure that the parents' voices are heard and promote co-operation between Home and School.
- We have close links with the Principal and the Board of Trustees.
- We aim to have as few meetings as possible but have regular email discussion.
- Most recently our main fund raising projects have been the Quiz Nights and stationery and uniform sales. We have also held a school fair and social evening fundraiser
- New members are encouraged and welcomed. Contact the main office or the school website for more information.

## ***SPORTS DAYS, MUSIC CONCERTS ETC.***

Parents are always welcome at sports and cultural events, especially as volunteer helpers. Details are published in the "Goldie" and/or Newsletters.

## **PERIOD TIMES**

This year the school day will be as follows:

8:45	Form Time
9:00	Period 1 begins
9.55	Period 2 begins
10:50	Morning Interval
11:15	Period 3 begins
12:10	Period 4 begins
1:05	Lunch
1.55	Form Time, DEAR (Drop Everything and Read) and Deans Assemblies School Assembly every second Wednesday.
2:15	Period 5 begins
3:10	School day ends

## **TERMS AND HOLIDAYS FOR 2017**

<b>TERM 1</b>	<b>Tuesday 31 January to Thursday 13 April</b> Nelson Anniversary Day – Monday 30 January Waitangi Day – Monday 6 February Good Friday – Friday 14 April <i>(occurs in school holidays)</i> Easter Monday – Monday 17 April <i>(occurs in school holidays)</i> Easter Tuesday – Tuesday 18 April <i>(occurs in school holidays)</i> Anzac Day – Tuesday 25 April <i>(occurs in school holidays)</i>
<b>TERM 2</b>	<b>Monday 1 May to Friday 7 July</b> Queen's Birthday – Monday 5 June
<b>TERM 3</b>	<b>Monday 24 July to Friday 29 September</b>
<b>TERM 4</b>	<b>Monday 16 October to Friday 8 December</b> Labour Day–Monday 23 October

## **BUSES**

- Bus rules must be followed to ensure the safety of pupils
- At the end of school, pupils are required to report to bus lines and wait
- No pupil shall board a bus without direction from the duty teacher
- Any parent with concerns about buses should contact the Bus Controller, Mr Ben Knoef.

The following guidelines have been recommended by the Ministry of Education and should be followed at all times when using school buses. Pamphlets on bus safety for caregivers and students are available from the LTSA.

### **Behaviour and safety on buses**

#### *Boarding the bus:*

- Wait in the designated place – well back from the road
- Wait until the bus has stopped
- Walk in single file – younger students go first
- Be patient – no pushing
- Carry your backpack (it may catch on the door if you wear it)
- Find a seat straight away
- Put your bag and anything else you are carrying on your lap or under the seat in front of you
- If there is no empty seat, stand in the aisle, filling the back of the bus first

#### *Behaviour on the bus:*

- Once seated, remain seated
- Seated passengers put bag under seat or on knee
- Standing passengers hold seat or rail for support
- Keep behind the driver at all times
- Keep voices low so the driver can concentrate
- Keep still so the driver is not distracted
- Keep the inside of the bus clean and damage free
- No eating or drinking on the bus
- Normal school rules apply on the bus

#### *Leaving the bus:*

- Get out of the front door of the bus unless it is not practicable to do so. When unloading at school both doors (if fitted) may be used
- Carry your backpack (do not wear, it can catch in the door)
- Step down carefully – no pushing
- Wait on the verge well back from the road until the bus has gone and you can see clearly
- Always look both ways, then look again, before crossing
- Cross the road where you have been told to cross

**COSTS** This year your student should expect the following costs:

**STATIONERY (Week 1):** Students are required to purchase their own stationery. This is sold by the school at the start of each year and is available throughout the rest of the year from the office. Our costs are as low as the cheapest city retailers. Overall costs will depend on the subjects taken, and how careful students are in looking after their gear from year to year. Approximate costs are:

Year 7 - \$80      Year 9 - \$70      Year 11 - \$60      Year 13 - \$50  
 Year 8 - \$50      Year 10 - \$50      Year 12 - \$80

Some write-on workbooks or manuals are required in some subjects and are generally \$10-20 each. Details will be on the stationery form at the start of the year. Stationery is sold on a cash basis (no credit). If Income Support Service are paying for you please get the ISS slip by stationery day. (See the main office for help).

The bank account number to make payments for **Stationery only** is:

0	2	0	7	6	4	0	0	9	0	1	2	2	0	0	0
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**SUBJECT FEES** A donation towards the cost of materials used in various subjects is requested along with the Activity Donation.

**SCHOOL DONATION** Suggested donation figures are outlined below.

	Curriculum Donation per student	<b>Plus</b> an Activity Donation of:
Years 7-8	\$80	\$140 for a single student at school or \$200 for a family of 2 or more
Years 9-10	\$100	
Years 11-13	\$150	

For example, a family with a Year 8 and a Year 11 student would expect to contribute \$395. These funds also subsidise such things as sports uniforms, school magazine, some field trips and sports trips or cultural activities. While it is not compulsory we strongly urge parents to support the school by making this payment. We recommend setting up an automatic payment so that it can be paid in manageable instalments.

**We remind parents that all school donations are tax deductible and can be claimed by filling out an IR526 form.**

The bank account number to make payments for **subject fees, donations, trips etc** is:

0	3	1	3	5	4	0	3	7	0	1	3	4	0	0	0
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### ***MISCELLANEOUS***

At various times throughout the year there will be costs associated with sports, subject and field trips. Also optional activities such as shows, school ball, plays, defensive driving etc.

### ***EXAMINATION & ASSESSMENT FEES FOR NCEA Levels 1, 2, 3***

NZQA Fees are \$76.70. Families on low incomes, a Community Services Card, or with more than one student sitting NZQA qualifications are eligible for financial assistance. Forms will be made available to claim this.

## **TRADES PROGRAMMES**

Using our guidance-centred approach to education, we consider the needs of our students on an individual basis. Most will leave the Bay for further education, training or work. We make a special effort to help them in this difficult transition, through Work Exploration and 'STAR' Courses for all students.

We are proud of our student record relating to placements and successes at tertiary level.

Our students tend to have a good work ethic and good conversation skills, as well as optimism for the future.

Students are encouraged to set goals and plan for the future, accept responsibility for determining the quality of their lives, learn how to set goals effectively, and understand how they can benefit from the experience of both success and failure.

- Orientation for students and parents - Year 6 and 7
- Career Education - Year 10. Interests, strengths, career choices and subject choices for Year 11 are considered
- Trades is a subject option for Years 11, 12 & 13. The course aims to help students develop necessary life skills in areas of communication, independence, areas of the law, career planning etc.
- Work Exploration:
  - Year 11 - three days in Takaka
  - Year 12 - five days (offered) In Takaka OR outside of Takaka
- Courses which introduce students to vocational pathways are actively promoted to enhance future opportunities
- Gateway Courses in Years 11, 12 and 13

Career and subject choices are carefully monitored.

## **SENIOR SCHOOL QUALIFICATIONS**

There is now a variety of qualifications in the senior school. Students from Year 11 upwards will work towards the *National Certificate of Educational Achievement (NCEA)* at Level 1 (Year 11), Level 2 (Year 12) and Level 3 (Year 13). In addition they can gain credits towards NZ Certificates in vocational areas while they are still at school. See the Course Information Booklet for more information on qualifications.

## **LITERACY SUPPORT**

Our Special Education personnel develop and provide programmes specific to the needs of children with a variety of learning deficits or special aptitudes.

Disabilities range from severe impairment to just one area of learning difficulty, while giftedness can require an extension programme.

Teachers, teacher aides and peer tutors staff the Special Education Department. They use a wide range of diagnostic techniques to monitor pupils' progress.

In addition, they:

- Give withdrawal and in-class help
- Set regular home/school remedial work
- Design suitable programmes
- Make appropriate resources
- Have regular conferencing with staff
- Hold Individual Education Plan meetings
- Generally, provide an environment that supports and motivates the learners

If you have any concerns about your child's performance, please contact the Literacy Support Co-ordinator, Ms Margaret Chisholm.

### **DEAR** (Drop Everything and Read)

Staff at Golden Bay High School believe that reading is a cornerstone in life-long learning and in school-based education. In 1999 we instigated a daily 20 minute sustained, silent reading period, which has since received favourable feedback from staff, students and parents.

Students may choose what they read, though they are not permitted to flick through magazines. Parents are asked to encourage their students to read and can assist by reminding them to bring suitable reading material, suggesting titles and sources to students and by talking to them about what they are reading.

## **SCHOOL UNIFORM DRESS CODE (Years 7 - 11 Uniform)**

**Wearing of the School Uniform is Compulsory.**

**All items must be purchased from the school uniform store and must be embroidered with the school name/logo.**

### **A. GIRLS**

- Black shorts or skirt: no more than 5cm above the knee
- Plain black trousers
- Plain white blouse or green polo shirt
- Black tights (70+ denier) or knee-high plain black socks may be worn under a skirt or shorts in Terms 2 & 3 (sold at school)
- Plain black or plain white socks

### **B. BOYS**

- Plain black trousers/cargo pants or shorts
- White shirt or green polo shirt
- Plain black or plain white ankle socks

### **C. ALL**

- Bottle green polar fleece vest or bottle green jersey
- Black jackets – plain black weather proof jackets, with full length frontal zip, no writing and no colours, are acceptable but must not be worn in class time or at assembly
- White polyprop/singlet may be worn under white shirt/blouse; black polyprop under green polo shirt
- A plain black belt may be worn

### **D. SHOES**

- Shoes must be plain black and flat. No knee high boots.
- Black sandals *with a back strap* are permitted

### **E. PHYSICAL EDUCATION UNIFORM**

- Plain black taslon shorts bearing school logo or initials GBHS\*
- Plain house coloured T-shirts\*
- Tracksuit pants and sweatshirt or rugby jersey – plain
- One-piece swim suit
- Sport shoes - clean and non-marking
- All gear must be clean for each lesson and without writing or advertising

### **F. HATS**

- The wearing of sunhats outside is encouraged
- Hats and jackets are not to be worn in classrooms or assembly
- A warm hat may be worn when it is cold

## **MUFTI DRESS CODE (Years 12 and 13)**

This dress code applies to all students who have permission to wear mufti.

Students at school should be practically, attractively and economically dressed in a manner that allows students and parents some choice.

***The choice of clothing should be neat, clean, decent and appropriate for school life.***

### **AIMS**

- To allow students and parents a choice of clothing to be worn to school and on associated school activities.
- To give guidelines to ensure safety and decency and to prevent clothing giving offence.
- To discourage competition of dress and to ***encourage modest dress appropriate to everyday work.***

### **GUIDELINES FOR THE WEARING OF UNIFORM AND MUFTI**

- a. Clothing worn to school is to be clean, tidy, decent and not torn or frayed.
- b. Clothing will not carry offensive messages or pictures, or slogans relating to alcohol and other drugs.
- c. Footwear must be worn. It must be clean and in good repair. Sandals with back straps are permitted.
- d. T-shirts are acceptable school wear. Year 12 and 13 students will be permitted to wear sleeveless, semi-formal tops (not shoestring straps or singlets). All tops must cover the midriff and cleavage. ***Under-garments should not be visible.***
- e. ***Shorts and skirts: to be worn no shorter than 5cm above the knee.***
- f. Hats, gloves and coats are not to be worn in classrooms or at assembly.
- g. Care must be taken with loose clothing and long hair which might be unsafe, e.g. near machinery, bunsens, etc. Students may be asked to remove items of clothing wherever health or safety might be an issue.
- h. Excessive jewellery will not be worn as it can be dangerous in the gymnasium, laboratory and workshops. A small stud, bar or ring no bigger than 10mm is the only jewellery to be worn in any piercing. No sharp or pointed piercings.

Appropriate dress sense, and awareness of the expectations of the community, should be fostered in our students.

**NOTE:**

The school reserves the right to decide whether standards of personal dress and grooming are acceptable, and to take action when standards are unsatisfactory.

***If you can't wear the correct uniform:***

See your Form Teacher before Period 1. You must have a note from home explaining the circumstances.

***All personal property must be clearly named.***

\* School uniforms are supplied by the GBHS Home & School Association. There will be sale days notified through the Goldie and also on the Year 6 Orientation Day. Contact: Daphne Dijk 525 8320 or 021 130 6655.

The bank account number to make payments for **Uniforms only** is:

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**PROPERTY**

- **All personal property must be clearly named.**
- Money and valuables should be handed in to the office for safekeeping.
- No responsibility is accepted by the school for mp3 players, iPods, mobile devices etc. if they are brought to school.
- Cell phones must be turned off and out of sight during class. (Refer to cell phone protocol on page 13).

**ALCOHOL, TOBACCO AND OTHER DRUGS**

When at school or in school uniform or involved in any school activity, no pupil is permitted to carry or consume alcohol or to carry or smoke tobacco or to carry or use any other drug (except her or his properly prescribed medication).

## **WHAT TO DO...**

### ***If you lose something (or find something):***

Lost property is quickly returned ***if it is named!*** Unnamed articles will go into the lost property store and if not claimed will be given away to charity at the end of each term. If you have lost an article of clothing, you may ask for a key at the office and go and have a look for it. Valuables (watches, jewellery etc.) may be kept at the office, and there is often lost property in the gym, so try there too.

If you find something that has obviously been lost or left behind, please take it to the office and they will try to find the owner.

### ***If you can't wear the correct uniform:***

See your Form Teacher before Period 1. You must have a note from home explaining the circumstances.

### ***If you are sick or absent:***

Parents should ring the school office to let us know if you are away; or write a note to show your Form Teacher when you return to school.

### ***If you need to leave the school grounds during the day*** (for any reason):

Bring a note from home explaining the reason, and get your Form Teacher to sign it in the morning. When you leave, put your note on the spike at the office, sign the 'Exit' book, and write down the time that you left. **Remember** to fill in your return time, ***when you return*** to school. Those who go home for lunch regularly may bring a note at the beginning of the year which will be kept in the notebook, ***but you must still sign out, and in, every time.***

### ***If you are ill or hurt during the day:***

Go to the office. The office staff will make the best arrangements for you.

### ***If you have problems***

See the Dean of your Year level or see Abbey Gilligan (School Guidance and Support) or for employment advice see Mr Batten (Careers).

Year Level Deans:

Year 7.....	To be confirmed
Year 8.....	Mr Anderson
Year 9.....	Mr Stephenson
Year 10.....	To be confirmed
Year 11.....	Mr Knoef
Year 12.....	Mr Mitchison
Year 13.....	Mr Batten

Abbey Gilligan can help with:

- Educational matters - subjects, courses, study problems, learning difficulties, motivational problems, examination techniques.
- Vocational matters - career decisions, interview techniques, job information.
- Personal/Social matters - loneliness, lack of self-confidence/esteem, family problems, relationship difficulties, difficulties with financial demands.

The guidance office is in the Music Suite. If no one is there, you can leave a note and you will be contacted.

### ***If you want to change your course:***

You must get the permission of the Dean of your Year level, and after consultation with your parents, you must inform the Deputy Principal in charge of the timetable - in writing.

### ***If you want to learn to play a musical instrument:***

See one of the instrumental tutors:

Mrs Murray (brass)	Mrs Machin (piano, flute, violin)
Mr Holloway (guitar)	Mr Maurer (piano, singing)
Mr Carl Woodward (drums)	

### ***If you are going to leave school:***

Collect a leaving form from the office and follow the instructions. If you want a school testimonial you must apply early. Get these forms from your Dean.

### **Student Support Fund**

Financial hardship should not stop a student from taking part in any school activity, such as field, sport or cultural trips. There is a Student Support Fund available to assist. Please contact the Guidance Counsellor or teacher in charge of the activity if finance is a problem.



## ***THE LIBRARY***

The library has undergone considerable development in recent years. The library managers, Yvonne Whiting and Kylie Connell are available during school hours to help students find recreational reading, relevant material for research and support classroom teaching. Senior students wanting to work in the library when there is a time-tabled class in there should be courteous and check with the class teacher.

To keep up with what's happening in our Library check out the Home Page on the library website: <http://gbhslibrary.weebly.com/>

## ***COMPUTER NETWORK***

Golden Bay High School has about 200 computers which include classroom computers, computer suites, library laptops and Chromebooks. All computers are on a fully integrated, stable, gigabit fibre-optic network. A wireless network is also available throughout the school. The operating system used is Windows 10 along with the industry standard Microsoft Office 2010 and Google Apps for Education. Students must sign a network user contract at the time of enrolment; they will then receive their own network login name and password. All students have access to colour printers, filtered internet, general educational software and other shared resources.

Students are allowed, with permission, to bring their own device so they can connect to the internet once they have signed a BYOD (Bring your own device) agreement. Students are given a set amount of printing funds which is usually enough to cover the majority of required work; any excess printing can be purchased from the office in the form of a top-up card. Golden Bay High School also has a wide range of digital cameras, video cameras, data projectors, televisions and DVD players.

A Network Manager and a part-time Computer Technician are onsite to maintain and develop the network.

## ***CANTEEN: Te Whare Kai***

Te Whare Kai provides extremely nutritious and tasty food for morning interval and lunch. Unlike the majority of canteens in schools, most of the food that is sold is made on site, thanks to our skilled and friendly canteen staff. If sufficient warning is given, they will cater for special dietary needs. We endeavour to keep prices as low as possible. The canteen is not for profit but we do need to cover costs. Our canteen has been used by the Ministry of Education as a model for the implementation of the government's healthy food in school guidelines.

There is no student access to the shop across the road from the school.

## **OVERSEAS STUDENTS**

Each year we welcome students from other countries. Some come as exchange students and some as fee-paying students. In previous years we have had students from Venezuela, Brazil, Australia, Finland, France, Japan, Thailand, Hong Kong, USA, Korea, Norway, Denmark, Germany, Iceland and Sweden. We value the international perspective they bring to our small community, and the friendships that are made help bring an awareness of other cultures.

The exchange organisations arrange host families for their students, and the school arranges host families for fee-paying students.

Golden Bay High School organises ESOL classes for students who need extra tuition in English, and provides them with support to help them settle into their new environment.

Students from GBHS can also apply to go on exchange. The Principal or Deputy Principals have information on such schemes.

## **HOMEWORK**

Homework is intended to:

- Solidify learning, especially through practising skills that have been taught
- Ensure that practical and theoretical work are mutually supportive
- Ensure students are well prepared for their next lessons
- Develop study skills, including organisation and motivation
- Ensure that the syllabus is covered as fully as possible, while making best possible use of teacher-student contact time
- Ensure that the essential work not covered during school time is completed in students' own time

Years 7 to 8 students can expect to do a minimum of 30 minutes' homework per night, increasing with age to 2 hours minimum per night in Year 13.

**School Bank Accounts:**

The bank account number to make payments for **subject fees, donations, trips etc** is:

0	3	1	3	5	4	0	3	7	0	1	3	4	0	0	0
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The bank account number to make payments for **Stationery only** is:

0	3	1	3	5	4	0	3	7	0	1	3	4	0	0	0
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The bank account number to make payments for **Uniforms only** is

0	2	0	7	6	4	0	0	9	0	1	2	2	0	0	1
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At Golden Bay High School students prepare for the future by learning skills and gaining knowledge, and developing the personal resources that are needed to live satisfying, balanced and responsible lives.



Golden Bay High School, 12 Waitapu Road, Takaka, Golden Bay, New Zealand  
For further enquiries: Phone: 0064 3 525 9914 Fax: 0064 3 525 9067  
Email: [postie@gbh.school.nz](mailto:postie@gbh.school.nz) Website: [www.gbh.school.nz](http://www.gbh.school.nz)